Evergreen Public Schools

# Family Educational Rights and Privacy Act - FERPA

Evergreen Public Schools strives to honor families' privacy while meeting its obligation to share education related information with the community. The annual Family Education Rights and Privacy Act (FERPA) notification and opt-out process, described in this form, helps schools balance these interests.

FERPA is a federal law that allows school districts to disclose students' "directory information" to anyone, without consent, as long as the district annually notifies parents and allows them the chance to opt out. FERPA defines "directory information" as information contained in a student's education record that generally would not be considered harmful or invasive to privacy if disclosed. The law allows school districts to determine and notify parents of its exact definition of such directory information.

Evergreen Public Schools defines student directory information as: the student's name, photograph, address, telephone number, student email address, grade level, dates of attendance, participation in officially recognized activities and sports, weight and height of member of athletic teams, diplomas and awards received, and the most previous school attended.

**Under FERPA, if you do NOT want Evergreen Public Schools to release this directory information about your student, you must submit the form on the reverse of this letter to your school Registrar by September 15th each year.**

**What happens if you submit a FERPA opt-out form?** Evergreen Public Schools and its schools will not release your students' directory information in any publications that reach beyond the schoolhouse or to any outside organization. IMPORTANT - This means, for example, that your student will NOT be included in the school yearbook, athletic team or club rosters, school directories, photos or videos on the District websites, athletic/event programs, award listings in local media or school newspapers. Essentially, the District will not provide any information that validates your student's identity or enrollment in its schools.

**What happens if you do not submit a FERPA opt-out form?** Evergreen Public Schools and its schools will release your student's directory information in publications and to outside organizations to promote non-commercial, education-related news, achievements, and activities. This material may be viewed by others. This includes using your child's name and photo/image on the District websites, yearbooks, athletic/event programs, social media, and in newsletters. Without seeking the parent/guardian consent, schools could allow, for example: Evergreen School District Foundation to use film from your student's class to highlight a program during its annual luncheon; local newspapers to run a picture of your student's class engaged in a learning activity; or a local non- profit to publicize your student's name for participating in a school fundraiser that benefited the organization.

PLEASE NOTE: Even for students with no FERPA opt-out letter on record, District employees will exercise their best judgment when releasing directory information and seek parent/guardian permission for situations that would generally be considered outside of the realm of typical school related activities or news. Also, the District cannot control the release of certain directory information – such as photographs/images or names – when students participate in school events open to the general public.

More information about your rights under FERPA is available online at
www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

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# FERPA Opt Out Form

**This form must be submitted annually by September 15th for each new school year. The prior year's form will not carry over. A separate form must be filled out for each student. Completed forms should be returned to your child's school registrar. Forms may be withdrawn or changed by completing a new form.**

**The Evergreen School District designates in Procedure 3231 the following categories of personally identifiable information from student records as Directory information:**

- □ Name
- □ Photograph
- □ Address
- □ Telephone number(s)
- □ Student email address
- □ Grade level
- □ Dates of attendance
- □ Participation in officially recognized activities and athletics
- □ Weight and height of a member of an athletic team
- □ Diplomas and honors and awards received
- □ Most previous/recent school attended
- □ All of the above

**Please indicate by checking the box next to the information you do NOT want released; or check "All of the Above."** It is the right of the parent/guardian of a student, or of a student who has attained the age of 18, to refuse to permit the designation of any or all of the above categories as Directory Information.

**Recording of Online Webinars/Meetings**: There may be occasions for students to take part in online webinars or meetings from home or elsewhere with their teachers. These meetings may be recorded and shared with students either for the purposes of reviewing the session or because they were absent from the meeting. Prior to recording of webinars/meetings the teacher will announce that the webinar/meeting will be recorded. **Parents and students who, for reasons of privacy, do not wish to have their image or voice recorded may turn off their webcam and microphone**. The videos are only for viewing by students and staff within the district and teachers will limit sharing. Students may not share these videos with others.

RE: FERPA Student Directory Information and/or recording of online webinars/meetings

As allowed by the Family Education Rights and Privacy Act, I request that neither my school nor Evergreen Public Schools release any personally identifiable information as indicated above or recording of online webinars/meetings from my child's educational records.

Child's Name: _____ Child's Grade: _____

School Name: _____ Current School Year: _____

Parent/Guardian Signature: _____ Date: _____